



THE HOUSING AUTHORITY OF THE CITY OF DANBURY

DOMENICO CHIEFFALO, CHAIRMAN
RAYMOND YAMIN, VICE CHAIRMAN
STANLEY WATKINS, TREASURER
ROSE MORRISON, COMMISSIONER
PAUL ESTEFAN, COMMISSIONER

MARY C. SISTRUNK, EXECUTIVE DIRECTOR

MINUTES

BOARD OF COMMISSIONERS

SPECIAL MEETING

MAY 22, 2019

COMMISSIONERS PRESENT:

Domenico Chieffalo
Ray Yamin
Paul Estefan
Stan Watkins

STAFF PRESENT:

Jackie Elam

Attendees:

Stan Quay

CALL TO ORDER: The Special Meeting of the Board of Commissioners for the HACD was held on May 22, 2019 at 5:43 pm, at 2 Mill Ridge Road Danbury, CT. Please contact Carolyn Sistrunk at (203) 743-8822 with any questions and / or comments. Upon motion by Commissioner Estefan and second by Commissioner Yamin, the meeting was call to order.

EXECUTIVE SESSION--MEET THE CONSULTING FIRM FOR THE EXECUTIVE DIRECTOR SEARCH STAN QUAY-PRESIDENT-THE ORGANIZATIONAL LEADERSHIP EDGE

Upon motion to proceed as discussed for Executive Search by Commissioner Watkins and second by Commissioner Yamin.

ADJOURNMENT: The HACD Special Meeting was adjourned by 6:50 pm upon motion by Commissioner Yamin, seconded by Commissioner Estefan.



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MINUTES

BOARD OF COMMISSIONERS

REGULAR MEETING

MAY 15, 2019

COMMISSIONERS PRESENT:

Domenico Chieffalo
Ray Yamin
Paul Estefan
Stan Watkins
Rose Morrison

STAFF PRESENT:

Mary C. Sistrunk
Jeffrey Pagelson
Jackie Elam
Devin Marra
Jessie Castro
Kevin Barry
Dionne Carr
Kim Nolan

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2019 JUN 20 A 9:00

BY: JES

CALL TO ORDER: The Regular Meeting of the Board of Commissioners for the DHA CORP was held on May 15, 2019 at 5:30 pm, at Glen Apt. 25 Memorial Drive Danbury, CT. Please contact Carolyn Sistrunk at (203) 743-8822 with any questions and / or comments. Upon motion by Commissioner Yamin and second by Commissioner Estefan, the meeting was call to order.

PUBLIC COMMENTS: NONE

APPROVAL OF MINUTES-MAY 2019 REGULAR MEETING: The minutes of May 15th 2019 Regular Meeting was unanimously approved upon motion by Commisloner Watkins and second by Commissioner Yamin.

RESIDENT COUNCIL REPORT: None

AUTHORITY MANAGEMENT REPORTS PUBLIC HOUSING & HOUSING CHOICE VOUCHER PROGRAM:

Public Housing reviewed by Michael Dapolite & Jessie Castro-Asset Managers, HCV Housing reviewed by Jennifer DaSilva Sec 8 Manager & Jackie Elam Chief Operating Officer

MARCH, 2019 FINANCIAL REPORTS: All Reports reviewed by Jeffrey Pagelson Chief Financial Officer.

CHAIRMAN'S REPORT: NONE

NEW BUSINESS: NONE

ADJOURNMENT: The DHA CORP Meeting was adjourned by 5:57 pm upon motion by Commissioner Watkins, seconded by Commissioner Yamin.



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BOARD OF COMMISSIONERS

REGULAR MEETING

JUNE 20, 2019

The Regular Meeting of the Board of Commissioners for the **HACD CORP** will be held on Thursday, June 20, 2019 at 5:30 pm, at Crosby Manor 84 W. Wooster Street Danbury, CT. Please contact Carolyn Sistrunk at (203) 743-8822 with any questions and/or comments.

AGENDA

- I. CALL TO ORDER
- II. PUBLIC COMMENTS
- III. APPROVAL OF MINUTES-MAY REGULAR MEETING
- IV. RESIDENT COUNCIL REPORT
- V. AUTHORITY MANAGEMENT REPORT PUBLIC HOUSING
- VI. AUTHORITY MANAGEMENT REPORT HOUSING CHOICE VOUCHER PROGRAM
- VII. APRIL, 2019 FINANCIALS
- VIII. **RESOLUTION 306** HACD CORP's Board of Commissioners authorizes the Executive Director to exercise the first (1st) year option to extend the contract for Pest Control Services with EB Exterminating in an amount not-to-exceed nine hundred and ninety dollars (\$990.00) for one (1) year, with the option to extend for three (3) additional one (1) year terms
- RESOLUTION 307** HACD CORP's Board of Commissioners authorizes the Executive Director to execute a contract for tree services with Budget Tree Services in an amount not-to-exceed two thousand dollars (\$2,000.00) for a one (1) year contract term, with the option to extend for four (4) additional one (1) year contract terms.
- RESOLUTION 308** HACD CORP's Board of Commissioners authorizes the Executive Director to enter Into Memorandum of Understanding with Opening Doors Fairfield County.
- RESOLUTION 309** Board of Commissioners for the HACD CORP authorizes the Executive Director to implement a Password Policy that sets for the standard by which electronic passwords shall be administered for all HACD CORP -owned devices and accounts, effective July 1, 2019.
- IX. CHAIRMAN REPORT
- X. NEW BUSINESS
- XI. ADJOURNMENT

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2019 JUN 20 A 8:59

BY: JRC



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MARY C. SISTRUNK, EXECUTIVE DIRECTOR

BOARD OF COMMISSIONERS

REGULAR MEETING

JUNE 20, 2019

The Regular Meeting of the Board of Commissioners for the **DHA CORP** will be held on Thursday, June 20, 2019 at 5:30 pm, at Crosby Manor 84 W. Wooster Street Danbury, CT. Please contact Carolyn Sistrunk at (203) 743-8822 with any questions and/or comments.

AGENDA

- I. CALL TO ORDER
- II. PUBLIC COMMENTS
- III. APPROVAL OF MINUTES-MAY REGULAR MEETING
- IV. RESIDENT COUNCIL REPORT
- V. AUTHORITY MANAGEMENT REPORT PUBLIC HOUSING
- VI. AUTHORITY MANAGEMENT REPORT HOUSING CHOICE VOUCHER PROGRAM
- VII. APRIL, 2019 FINANCIALS
- VIII. RESOLUTION-NONE
- IX. CHAIRMAN REPORT
- X. NEW BUSINESS
- XI. ADJOURNMENT

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BOARD OF COMMISSIONERS

REGULAR MEETING

JUNE 20, 2019

The Regular Meeting of the Board of Commissioners for the **Housing Authority City of Danbury** will be held on Thursday, June 20, 2019 at 5:30 pm, at Crosby Manor 84 W. Wooster Street, Danbury, CT. Please contact Carolyn Sistrunk at (203) 743-8822 with any questions and / or comments.

AGENDA

- I CALL TO ORDER
- II PUBLIC COMMENTS:
- III APPROVAL OF MINUTES-MAY 15th REGULAR MEETING & MAY 22nd SPECIAL MEETING
- IV RESIDENT COUNCIL REPORT
- V AUTHORITY MANAGEMENT REPORT PUBLIC HOUSING
- VI AUTHORITY MANAGEMENT REPORT HOUSING CHOICE VOUCHER PROGRAM
- VII FINANCIALS-APRIL 2019
- VIII PHAS INDICATOR REPORTS-APRIL 2019
- IX CHECK REGISTER-APRIL 2019
- X **RESOLUTION 1520** Housing Authority of the City of Danbury Board of Commissioners authorizes the Executive Director to exercise the first (1st) year option to extend the contract for Pest Control Services with EB Exterminating in an amount not-to-exceed twenty five thousand one hundred sixty five dollars (\$25,165.00) for one (1) year, with the option to extend for three (3) additional one (1) year terms.

RESOLUTION 1521 Housing Authority of the City of Danbury's Board of Commissioners authorizes the Executive Director to execute a contract for tree services with Budget Tree Services in an amount not-to-exceed twenty two thousand dollars (\$22,000.00) for a one (1) year contract term, with the option to extend for four (4) additional one (1) year contract terms.

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BY: JRC

RESOLUTION 1522 Housing Authority of the City of Danbury's Board of Commissioners authorizes the Executive Director to submit the Annual Progress Report to the U.S. Department of Housing & Urban Development for Shelter Plus Care Grant CT0003L1E051710, for the reporting year May 1, 2018 through April 30, 2019.

RESOLUTION 1523 the Board of Commissioners for the Housing Authority of the City of Danbury authorizes the Executive Director to incorporate the updates to the Section 8 Administrative Plan In Chapter 4, Section G and Chapter 23 Sections B, H, M and N.

RESOLUTION 1524 Board of Commissioners for the Housing Authority of the City of Danbury authorizes the Executive Director to update the Glen Apartments Tenant Selection Plan to update the language in Section 14.0 to conform with the Housing Choice Voucher Administrative Plan as well as the Project Based Voucher program requirements per 24 CFR 982 and 983;

RESOLUTION 1525 the Board of Commissioners for the Housing Authority of the City of Danbury authorizes the Executive Director to close the Laurel Gardens two and three bedroom wait lists and the Eden Drive two bedroom wait list on for Monday, July 8th, 2019 at 5:00 PM, and shall remain closed until further notice..

RESOLUTION 1526 Board of Commissioners for the Housing Authority of the City of Danbury authorizes the Executive Director to implement a Password Policy that sets for the standard by which electronic passwords shall be administered for all HACD-owned devices and accounts, effective July 1, 2019.

RESOLUTION 1527 Board of Commissioners for the Housing Authority of the City of Danbury authorizes the Executive Director to apply for and enter into the State of Connecticut Purchasing Card Program.

XI CHAIRMAN'S REPORT

XII NEW BUSINESS- New Hire Candidates

XIII ADJOURNMENT